

LIBRARY SERVICES AND TECHNOLOGY ACT

2020 Continuing Education Scholarship

- Scholarship/training amount: up to \$1,500 per person or consultant
- Eligibility: Staff of LSTA eligible libraries (https://nsla.nv.gov/ld.php?content_id=36161206)
- Funding Period: CE activities occurring between July 1, 2020-June 30, 2021
- Nevada LSTA Goal I: Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- IMLS Project Intent: Institutional Capacity/Improve the Library Workforce
- Application Deadline: 1 month prior to CE activity. If airfare is needed, deadline is 2 months prior to CE activity.
- Submit application and signature forms to: nslaprlsta@admin.nv.gov.

Section 1, Library Information

1.1 DUNS Number:

1.2 Library Name:

1.3 Address (Street, City, State, ZIP):

1.4 Library Type: ☐ Public ☐ School ☐ Academic ☐ Special ☐ Consortia

1.5 Library Director/Administrator Name:

1.6 Director/Administrator Email:

Phone:

1.7 Is continuing education, training, or professional development a budgeted item? ☐ YES ☐ NO

- If YES, list annual budgeted amount:
(For our planning purposes only. Your answer will **not impact** your application)

Section 2, Participant Information

2.1 Participant Name(s):

2.2 Participant Email(s):

Phone(s):

2.3 Job Title(s):

2.4 Job description (duties/responsibilities):

If needed, attach additional pages for additional staff members applying for the same CE activity; however, at the discretion of NSLAPR, and dependent upon available funding, the number of staff from a single institution may be limited to encourage a fair and wide representation of the library community. Preference will be given to applicants who have not received NSLAPR Travel-to-Training or CE Scholarships within the past 2 years.

Section 3, CE Information

3.1 Continuing Education Activity:

3.2 Sponsor:

3.3 Date(s):

3.4 Location:

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3.5 Budget Summary:

- LSTA Funds requested \$ _____
- Local Cash/In-Kind \$ _____
- Total \$ _____

3.6 CE Summary – *Please address the following for each staff member listed in section 2*

- Event Description
- Learning Outcomes
- Relevance to job duties
- Benefit to library customers
- Implementation/sharing of acquired information

3.7 CE Activity Documents (Attach the program, agenda, and/or schedule. Indicate workshops or sessions to be attended, if applicable.)

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Section 4, Budget

4.1 Project Budget & Narrative. *Whole dollar* amounts only. Fields do *not* auto-calculate - please enter TOTAL amounts. Also, please double check math. Estimate costs and/or attach backup for confirmed costs (Google maps for mileage, airfare and registration printouts, conference or workshop brochures, etc.) Also attach GSA hotel and per diem rates for the CE event's location.

Budget Category	Description	LSTA Funds	Local Funds	Total
Supplies/Materials	Training materials (specific to event)			
Travel	Airfare (lowest available)			
	Ground transportation			
	Parking			
	Lodging*			
	Meals*			
	Mileage (GSA rates)			
Registration	Registration fees			
Services	Customized training events			
Totals				

* Room rate, exclusive of fees and taxes, not to exceed GSA rates. Do not include meals that are part of event registration costs.

GSA rates: <https://www.gsa.gov/travel-resources>

Reimbursement Only: This CE opportunity is offered to eligible libraries, not individuals; it is reimbursement only. NSLAPR will reimburse scholarship recipient's employer (the library/administrative unit, not individual CE participants) for project expenditures. Libraries are responsible for the timely payment of all CE related invoices.

Reimbursement Documentation: Submit Reimbursement Requests with appropriate documentation of expenditures. Acceptable source documentation includes:

- legible copies of receipts
- legible copies of invoices
- detailed printouts from the library's fiscal software showing payment

The receipts/invoices/printouts must include the vendor name, date, quantity, unit cost, and an accurate description of the goods or services provided. The receipts/invoices/ printouts items must be clearly mapped to the Reimbursement Request form.

Match: a match of 10% is encouraged. Libraries unable to meet this match may apply for a waiver (see section 6)

Note: The scholarship recipient may not obligate or encumber funds prior to the effective date of the application approval. Travel or registration that is booked prior to the start of the approval will be considered pre-award and must be funded locally. Start dates will be driven by timely receipt of application. End dates will be determined by the ending date of the CE activity for which LSTA funding is requested*Not to exceed GSA rates. Do not include meals that are part of event registration costs

Section 5, Certifications

5.1, Agreement

By checking the boxes, I agree that if my Continuing Education activity is funded, I will:

- ☐ Expend 100% of LSTA funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement
- ☐ Provide local matching funds of at least 10% or submit a Match Waiver
- ☐ Ensure travel costs are reasonable and do not exceed GSA Rates <https://www.gsa.gov/travel-resources>
- ☐ Submit final reimbursements requests within 2 months of project completion or by July 23, 2021
- ☐ Submit a final report within 2 months of project completion
- ☐ Acknowledge IMLS as a source of project funding in all publicity
- ☐ Retain all scholarship related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Dec. 31, 2026 for Federal Fiscal Year 2019 grants)

5.2, Application Certification

CE Activity:

Applicant Name & Library Jurisdiction:

WE, THE UNDERSIGNED, CERTIFY the project application named above will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records.

Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding.

Signature of Library Director

Date Signed

Signature of Project Director

Date Signed

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5.3, Eligibility for LSTA Certification

To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system;
- Participates in resource sharing through the Information Nevada program;
- Serves its primary clientele free of charge;
- Has a fixed location with regular, published hours of operation;
- Has one or more paid library staff;
- Has an annual budget with funds reserved for library materials and services;
- Has a current, written long range or strategic plan that is available for review.

Applicants should refer to the LSTA Eligibility Criteria certification form of the proposal. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

The applicant or participating library must also meet the following requirements:

- **Public Libraries:** Must meet the Minimum Standards for Public Libraries
- **School Libraries:** The school district employs at least one certified library/media specialist
- **Academic Libraries:** Be accredited by the Northwest Commission on Colleges and Universities
- **Library Consortia:**
 - Be a Nevada local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [20 U.S.C. 9122(2)]; and
 - Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
- **Non-profit library related organization:**
 - Be a non-profit entity registered with the Nevada Secretary of State; and
 - Have tax exempt status under the Internal Revenue Section 501(C)3.

Certification: I certify to the best of my knowledge and belief that the library meets LSTA eligibility.

Signature of authorized certifying official

Date Signed

Name & Title

Submit application with all completed signature pages to nslaprlsta@admin.nv.gov.
Subject: Continuing Education Scholarship Application

Section 6, Continuing Education Local Match Waiver Request

Authorization and Certification of Administrator of Participant's Library

I stipulate that in-kind/local funds to be used towards the 10% match are not available from the

_____ Library budget for this Continuing Education activity.

Signature of authorized certifying official

Date Signed

Name & Title

General Information

Description

Continuing Education (CE) Micro Scholarships are meant to support training opportunities for the Nevada Library Workforce and Trustees when local funds cannot finance the entire cost. This LSTA funded statewide program will serve to enhance the knowledge and skill level of those who offer or support library services to the citizens of Nevada. Submit ONE application per CE activity.

CE opportunities include (but are not limited to) regional, state, and national workshops, pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate entities.

NOTE: NSLAPR funds this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow use of LSTA funds in support of library management activities involving fundraising, advocacy, general marketing, or library design and construction. Training events with these themes will be considered INELIGIBLE for funding.

Eligibility

This scholarship opportunity is available to staff and trustees of eligible Nevada libraries. See Section 5.3 of the application for eligibility details.

Funding

All applications received by the due date will be considered for funding but are subject to the availability of federal funds. However, the submission of an application is not binding upon the applicant nor upon the Nevada State Library, Archives and Public Records (NSLAPR). *Applications requesting airfare received less than 2 months prior to the CE activity will not be considered.*

When/where is the application due? Submit a signed & complete electronic copy of the application via email to nslaprlsta@admin.nv.gov. NSLAPR no longer requires hard copies with original signatures, but you must retain the original document with your grant records, following LSTA retention schedules (FFY 20 grants: retain until Dec. 31, 2026).

Appeals Process

Applicant Libraries whose LSTA scholarship applications are denied funding may appeal for reconsideration. The applicant library should submit a letter of appeal in writing, including detailed reasons, facts, and the remedy sought, within 30 days from the date that the applicant was notified that their grant was denied funding. The LSTA Coordinator will review the appeal and provide recommendations to the Nevada State Library, Archives and Public Records Division Administrator, who will respond as appropriate to the situation.

Send written appeals to:

Nevada State Library, Archives and Public Records
LSTA Program
100 N. Stewart Street
Carson City, NV 89701

Funding Periods

Applications may be submitted to NSLAPR no later than 2 months prior to the start of the Continuing Education Activity if airfare is requested; otherwise applications may be submitted no later than 1 month prior to the event. If the application is approved for funding, the sub-grantee may not obligate or encumber grant funds prior the effective date of scholarship approval. Start dates will be driven by the timely receipt of this application. End dates will be determined by the ending date of the CE activity for which LSTA funding is requested. Travel or registration that is booked prior to the start of the grant period will be considered pre-award and must be funded locally.

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Prioritization of Funding

At the discretion of NSLAPR, and dependent upon available funding, the number of staff from a single institution who are funded may be limited to encourage a fair and wide representation of the library community. Preference will be given to applicants who have not received LSTA Continuing Education support within the past 2 years.

Budget Guidelines

Reimbursement Only: NSLAPR will reimburse scholarship recipient's **employers** for project expenditures. **Libraries** are responsible for the timely payment of their vendors' invoices. Budget items must be allowable under federal and state law and federal OMB regulations. See Allowable Costs Tips on the **Nevada 2020 LSTA Libguide**, under *IMLS Guidance*.

Allowable costs include:

- Registration fees
- Transportation related to CE activity
- Mileage reimbursement at the library's designated rate or GSA rates, whichever is less
- Per Diem (lodging and meals not covered by registration fees)
- Hotel Internet connectivity fees if needed to conduct library business
- Supplemental materials required for CE activity -attach support documentation

Matching Funds

NSLAPR encourages a local match of at least 10% of the LSTA award. Local match may be cash, in-kind contributions or a combination of both made by the library and outside sources. In-kind contributions are defined as goods, commodities or services instead of money contributed to the project. The library must maintain documentation of the local match in the event of an audit and will be required to certify the matching amount on the final fiscal report to close out the project.

- Libraries who are unable to meet 10% match may apply for a waiver.

Reporting Requirements

A final report, including a *narrative evaluation, participant surveys, and financial section* is **required** and must be submitted **within 2 months of the end of the funded CE activity**. All reimbursement requests must be submitted by July 23, 2021